



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

04-24

August 20, 2004

ADMINISTRATIVE MEMORANDUM

SUBJECT: POLICY FOR HANDLING INVESTIGATIONS OR ALLEGATIONS OF FRAUD OR MISCONDUCT BY DPSS CONTRACTED STAFF

REFERENCE: Administrative Memorandum 03-22

Cancels: None

File In: WFP&I HANDBOOK

SPECIAL ATTENTION:

[X] ALL WFIs [X] ALL SWFIs

I. PURPOSE

This memorandum is to remind investigative staff that procedures require that the Deputy be advised should the Welfare Fraud Investigator (WFI) become aware that an investigation involves an allegation of misconduct or fraud by a contracted employee. This includes staff contracted for any program administered by DPSS (Child Care, GAIN, etc.).

II. POLICY

The WFI is to immediately notify the immediate supervisor who will advise the Deputy. The Deputy will review the case and forward it to the Director who will confer with Human Resources and determine the appropriate course of action. Fraud referrals for employees of other Los Angeles County departments are to be investigated based on the allegation per existing procedures.

Questions regarding this memorandum may be directed to your Deputy or the WFP&I Program Unit.

A handwritten signature in black ink, appearing to read "Luther Evans", is written over a horizontal line.

Luther Evans, Director
Welfare Fraud Prevention and Investigations Section

LE:mh